Michael K. Jeanes, Clerk of Court
*** Electronically Filed ***
05/31/2012 8:00 AM

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

FC 2011-050271 05/24/2012

HONORABLE DOUGLAS GERLACH

CLERK OF THE COURT
K. Stinton
Deputy

IN RE THE MARRIAGE OF
PAUL ROBERT WRIGHT RONEE F STEINER

AND

JENNIFER WRIGHT CRAIGHTON T BOATES

MINUTE ENTRY

Northeast Facility, Courtroom 104

4:28 p.m. This is the time set for a Telephonic Status Conference regarding Respondent's Petition for Order to Appear to Enforce a Decree. Petitioner, Paul Robert Wright, is present with counsel, Ronee F. Steiner, both appearing telephonically. Respondent, Jennifer Wright, is present with counsel, Craighton T. Boates, both appearing telephonically.

A record of the proceedings is made by audio and/or videotape in lieu of a court reporter.

Discussion is held regarding the status of this matter.

IT IS ORDERED setting a Telephonic Status Conference in this matter on **October 2, 2012 at 4:30 p.m. (30 minutes)** to determine the status of the case and whether the parties are ready to proceed to trial**.** Petitioner's counsel, Ronee F. Steiner, shall initiate the telephone call.

IMPORTANT

<u>This Division has recently changed its pre-trial procedures and requirements</u>. In some ways, those changes are significant. None of them are trivial. All of those changes have been incorporated into the following order. The purpose of these procedures and requirements is not to create unnecessary work for any party but, instead, to assist the parties so that they may present their cases in an effective and efficient manner. Therefore, please make sure to read the following order carefully so that you are familiar with everything applicable to your case. Failing to do so may, among other possibilities, limit what you will be allowed to say and what evidence you will be allowed to present at the trial, result in a financial penalty against you, or delay the start of your trial, possibly for several months.

IT IS FURTHER ORDERED:

1. A trial in this matter will take place as follows:

   a. **Date:** **November 6, 2012**

   b. **Time:** **9:00 a.m.**

   c. **Location:** **Maricopa County Superior Court**
   Northeast Regional Court Center
   18380 North 40th Street
   Courtroom 104
   Phoenix, Arizona 85032

2. **Time Set Aside for You** – The Court has set aside **<u>6 hours</u>** for this trial. For a 1 hour trial, you will be allowed 30 minutes; for a 2 hour trial, you will be allowed 55 minutes; for a 3 hour trial, you will be allowed 75 minutes; for trials in excess of 3 hours, you will be allowed approximately 45 percent of the total time that has been set aside. Ariz. R. Fam. L. P. 77(C)(5). The time allocated to you includes the time required for your own testimony; testimony of other witnesses from whom you would like the Court to hear; cross examination of the other party and the other party's witnesses; objections to any of the other party's evidence; and any opening statement.

Opening statements are optional. If you have submitted a comprehensive Pretrial Memorandum as described below, that should, in most cases, make an opening statement unnecessary. It is not necessary to budget time for a closing argument. At the conclusion of the trial, the Court will discuss with you whether a closing argument is necessary, and if so, what form it should take (i.e., oral argument or written briefs).

3. **Additional Time** – If you think additional time needs to be set aside, you must request it by filing a motion not later than 30 days before the trial date. That request must include a reasonable explanation for the request ALONG WITH a list of each witness that you intend to have testify, a statement that describes what you expect each such witness to say, and an estimate of the amount of time you think will be necessary for that witness to testify. Because of the large number of cases assigned to this Division, it is very difficult to reschedule trials. Therefore, requests for additional time will be granted only in extraordinary circumstances.

4. **Postponements** – Requests to postpone (or continue) the trial are usually denied. If you think that a postponement is necessary, the request must be made by motion as far in advance of the trial as possible, and that motion must present very compelling reasons for the request. In general, merely stating in the motion that the other party and you are trying to reach a settlement, without any specifics about the subjects of disagreement and what has so far prevented agreements from being reached, will not be sufficient.

The party who files such a motion shall disclose the existence of all previous trial postponements (or continuances) that have been granted by including a statement in the caption, immediately below the title of such motion that identifies it as the first, second, third, etc. requested extension, e.g., "MOTION TO CONTINUE TRIAL DATE (Second Request)".

Before filing such a motion, you should make a reasonable attempt to ask the other party (or that party's attorney, if there is one) whether that party agrees or disagrees about a postponement, and then state that party's position in the motion. Even if the other party does agree, the motion must still provide sufficient reasons for the request. Given the number of other cases assigned to this Division, it should be remembered that, if there are compelling reasons for postponing the trial, it likely cannot be rescheduled for several months after the day that the motion is submitted.

5. **Findings of Fact and Conclusions of Law –** You may request findings of fact and conclusions of law regarding the following issues, if they are contested: child custody, relocation requests, spousal maintenance, community property, community debt, and child support. To request findings of fact and conclusions of law, you must file a written request with the court before the trial. If you do so, the court will include findings of fact and conclusions of law in its final, written decision.

If either party asks the Court to make findings of fact and conclusions of law regarding any issue, then each party must file written proposed findings of fact and conclusions of law regarding all such issues. The proposed findings also must be submitted in an electronic form (preferably Microsoft Word) that can be edited. **The proposed findings and conclusions must be submitted as an attachment to the Pretrial Memorandum** (the Pretrial Memorandum is

discussed below). **If you fail to do this, you will be deemed to have waived a request for such findings and conclusions.**

WHAT YOU NEED TO DO BEFORE THE TRIAL

1. **Disclosure --** You must tell the other party, in writing, everything that you will ask the Court to consider when deciding your case. Disclosure includes the following:

a. **Witnesses** – You must prepare a list of the witnesses whom you will or may ask to testify on your behalf. The list must include the name, address (if known), and telephone number (if known) of each witness and a reasonable description about what you expect that witness to say. The list must be sent or delivered to the other party and to the Court at least 30 days before the trial date. At the end of the list, you must certify the manner in which you provided the list to the other party. The two most common methods are by mail or by having someone personally deliver a copy to the other party.

b. **Exhibits** – Anything in writing or that can be copied onto paper (such as e-mails, text messages, and photographs) that you will want the Court to consider requires you to do the following: (i) prepare a list of each such item, (ii) copy each such item, and (iii) provide a copy of the list and a copy of each item on the list to the other party at least 15 days before the trial date. At the end of the list, you must certify the manner in which you provided the list and copies of everything listed to the other party (usually by mail or personal delivery).

In addition, a complete set of those exhibits must be delivered to the Clerk of this Division at least 7 days before the trial date so that the Clerk can assign the "official" numbers to those exhibits. If you do not do so, then each of your exhibits will have to be assigned its official number as the trial progresses. That will take time, and the time spent doing that will come out of the time allocated to you. Should that happen, you will have less time to present your case than you will have if you submit your exhibits to the Clerk by the 7-day deadline. In addition, the exhibits must be separated from one another with a colored sheet of paper on which the exhibit number is written. If you do not do this, the exhibits will be returned to you.

Finally, you must bring an additional, complete set of your exhibits to the trial for the Judge. Again, separate each exhibit with a colored divider page with the "official" exhibit number written on the page. If you do not provide the Judge with a set of your exhibits, you will likely have less time to present your evidence than you planned because the Judge will have to interrupt the witness' testimony to look at the exhibit or take time to look at the exhibit after your witness has testified about it instead of being able to follow along while the witness testifies.

c. **Affidavit of Financial Information** – Between 15-90 days before the trial date, you must file a complete, accurate, current Affidavit of Financial Information, even if you previously filed one or more such Affidavits. In addition, at the same time, you must provide a copy of that Affidavit **and all** attachments specified in the Affidavit to the other party and to the Judge assigned to this case. The form to be used can be found on the Internet at this Court's website. If you fail to comply with this requirement, the trial may have to be rescheduled, or if not, and you are requesting an award of attorney's fees, your request may be denied. Note: This requirement may be ignored if neither party seeks an award of child support, spousal maintenance, or attorney's fees.

d. **Expert Witnesses** – Expert witnesses are generally people with specialized training, education, or expertise, such as psychologists or accountants. If you intend to have an expert witness testify on your behalf, the following procedure will apply (Note: You will not be permitted to have more than one expert testify regarding any issue unless first, not fewer than 45 days before the trial, you file a motion explaining in sufficient detail why more than one expert regarding an issue is necessary):

i. At the hearing, direct examination of the expert witness will not be allowed. Instead, the direct examination will be presented in the form of either a declaration or a report signed by the expert. That declaration or report must be filed and provided to the other party (by e-mail, fax, or hand-delivery) at least 60 days before the hearing date. The party for whom the expert testifies is responsible for making arrangements to have that expert at the hearing so that the opposing party may conduct a cross-examination. If the expert is not present, the declaration or report will not be considered. Only in extraordinarily rare circumstances will such an expert be permitted to testify telephonically. Generally, the expense of having the expert testify in person is not such a circumstance, nor is the distance that an expert must travel to reach the court house.

ii. After receipt of any such declaration or report, you will be permitted to retain a rebuttal expert. That rebuttal expert's direct examination also will be presented in the form of either a declaration or a report signed by the expert. That declaration or report must be filed and provided to the other party (by e-mail, fax, or hand-delivery) not later than 40 days after receipt of the declaration or report to be rebutted. Understand that rebuttal means rebuttal: a rebuttal expert will be permitted to testify only about what is said in the declaration or report being rebutted and will not be permitted to testify beyond the scope of such declaration or report.

iii. In addition, not later than seven days after retaining any expert witness, the name of that expert must be disclosed to the other party along with a copy of his resume and a description of the issues about which that expert is expected to provide opinions or other testimony.

iv. Failure to comply with these disclosure requirements regarding experts will almost certainly mean that such expert testimony will not be allowed.

v. These requirements regarding expert witnesses will not apply to court-appointed parenting coordinators, court-appointed advisers, and other court-appointees who submit written reports to the Court and the parties in advance of the trial. You will be permitted to have that person testify as you would any other witness, so long as you have included that person on your list of witnesses. Whether or not you ask that person to testify on your behalf, if you want the Court to consider any report that person wrote, you must include it on your list of exhibits.

2. **Discovery** – All discovery (for example, interrogatories, requests for documents, and depositions) must be completed at least 20 days before the trial date.

a. For interrogatories and document requests, "completed" means that you must send them to the other party so that the responses will be due at least 20 days before the trial date. Generally, that will mean that the deadline for you to send interrogatories and document requests to the other party will be 65 days before the trial date.

b. Any deposition transcripts, interrogatory answers, or written responses to document requests that you want the Court to consider should be listed on your list of exhibits.

c. You must comply with any reasonable request from the other party for written consents or releases that will allow the other party to obtain records and other documents that the Court may need to consider, including records from (i) a bank or other financial institution where you have an account, (ii) a company, partnership, or other business entity in which you have an ownership interest, (iii) present and past employers, or (iv) health care providers, including medical professionals who have treated you.

i. A party making such a request must have a reasonable basis for doing so and may not use this requirement as an opportunity to conduct a fishing expedition in the hope that something useful may turn up.

ii. At the time such a request is made, the party making the request must also provide written assurance that describes the steps that party will take so that the requested records or documents are kept confidential. If a dispute about confidentiality becomes the cause for delay in responding to any discovery request, the party making the request should submit a proposed protective order for the Court's signature.

iii. If a party acts unreasonably, either when making such a request or when responding to it, in a way that forces the other party to incur any expense that could have been avoided, the party who acts unreasonably may be required to reimburse that expense.

d. This Division will no longer consider any written motion to compel discovery. If you believe that discovery to which you are entitled has not been provided to you as required by the applicable rules, and you want the Court to intervene, you must contact the other party's attorney (or the other party if he/she is self-represented), and then together, telephone the Court to ask for a telephonic conference. If the Judge assigned to this case is available, he will take the call immediately. No such request will be considered, however, if made 10 or fewer calendar days before the scheduled trial.

If a party's attorney or a self-represented party does not make himself or herself reasonably available for such a conference, then the discovery dispute will be considered at the start of the trial, and the time required to resolve it will be deducted from the time allocated to that party.

To encourage the resolution of discovery disputes without Court intervention, you are urged to consider the risk that comes from not providing discovery responses as required by the applicable rules. Even if no telephonic conference regarding discovery is requested, should a party fail to provide discovery that the Court later decides is relevant, the Court will be permitted to assume that the party is trying to influence the Court's rulings by deliberately concealing relevant information, and in those circumstances, the Court is entitled to presume that what was not disclosed is not favorable to that party. *E.g.*, *Sing v. Gonzales*, 491 F.3d 1019, 1024 (9th Cir. 2007) ("When a party has relevant evidence in his control which he fails to produce, that failure gives rise to an inference that the evidence is unfavorable to him" (citation omitted)); *see also Pendleton v. Brown*, 25 Ariz. 604, 622, 221 P. 213, 219 (1923) (similar). Further, when a party fails to respond completely to discovery requests that the Court concludes are reasonable, the Court is permitted to assume that party is not credible in other ways. *See generally Callender v. Transpacific Hotel Corp.*, 179 Ariz. 557, 562, 880 P.2d 1103, 1108 (App. 1993); *see also Nardella v. Campbell Mach., Inc.*, 525 F.2d 46, 49 (9th Cir. 1975) (quoting *Banks v. Chicago Grain Trimmers*, 390 U.S. 459, 467 (1968)). In short, a party who fails to respond fully to a

reasonable discovery request incurs the risk that the Court will, because of that, view some or all of what that party has to say as not believable. Responding to discovery requests as required by the applicable rules will avoid that.

3. **Prehearing Memorandum (MANDATORY)** – At least 7 calendar days before the hearing date, you must file a comprehensive Prehearing Memorandum and provide copies to the other party (by fax, e-mail, or hand-delivery) and to the Court. You must also provide a copy to the opposing party unless that party has an attorney, and in that event, the copy must be provided to that attorney. That Memorandum should specify in detail what you want the Court to do and explain why that is reasonable. What follows is a suggested outline for that Memorandum. **CAUTION: If you use a template, preprinted form, or some other form based on something used in another case for the preparation of your memorandum, instead of following the outline below, you may overlook one or more requirements that could result in you being precluded from presenting some of your evidence.** The Memorandum should include at least the following sections:

a. A **summary** of the issues for which you want rulings from the Court (such as custody, child support, parenting time or visitation, division of property, division of debts, spousal maintenance, and so forth).

b. If you are requesting or disputing an award of **child support**, you must **attach** a completed Arizona Child Support Worksheet to the memorandum. Failure to do this will result in the presumption that you agree with the opposing party's position regarding child support. Accordingly, stating in your memorandum only that you want the Court to order the amount allowed by the Arizona Child Support Guidelines is **not sufficient**. In other words, if you believe that the other party is urging a child support award that is not the amount allowed by the Guidelines, then you must submit your own worksheet showing what you believe the correct amount is. [See also "Critical Note to Parties" below]

In addition, if you claim that previously ordered child support has not been paid in full, then your memorandum should (i) state the amount, if any, that you think is owed, (ii) explain or show how you calculated that amount, and (iii) attach records from the Support Payment Clearinghouse showing what has been paid and when. Simply stating that a certain amount is unpaid or that a certain amount has been paid will not be sufficient. Further, if you claim that amounts for previous months or years are unpaid or if you claim that amounts have been paid, but you do not provide records from the Clearinghouse, the Court may have to deny your claim.

c. If there is a disagreement about **custody** (for example, one party wants sole custody and the other wants joint custody), your memorandum **must discuss each factor** listed

in A.R.S. § 25-403(A) that you think is relevant and why you think that factor supports your position. A.R.S. § 25-403(A) can be found on the Internet or in the reference section of local public libraries. A memorandum that fails to discuss one or more of the factors in section 25-403(A) when the opposing party's memorandum does discuss those factors will result in a presumption that you agree with the opposing party's position. [See also "Critical Note to Parties" below]

d. If you are requesting, or opposing a request for, an award of **spousal maintenance**, your memorandum should state whether you think spousal maintenance should be awarded, and if so, in what amount and for what length of time. **In addition**, your memorandum **must discuss each factor** listed in A.R.S. § 25-319 that you think is relevant and why you think that factor supports your position. A.R.S. § 25-319 can be found on the Internet or in the reference section of local public libraries. A memorandum that simply states a number without any discussion of the factors listed in section 25-319 will result in the presumption that you agree with the opposing party's position regarding spousal maintenance. [See also "Critical Note to Parties" below]

Note: This requirement applies even if you think that no spousal maintenance should be allowed. In that event, your memorandum must explain why the factors listed in A.R.S. § 25-319 that are relevant to your case support the conclusion that spousal maintenance should not be awarded.

e. If you want the Court to adopt a **parenting time** schedule, your memorandum should include the specific, detailed schedule that you want the Court to adopt. Forms for parenting time can be found on the Internet, and the completion and attachment of such a form to your memorandum will be sufficient. Stating that, for example, you want "equal parenting time," a "fair" or "reasonable" schedule, or "whatever the Court decides is reasonable," will not be sufficient. If you want the Court to adopt a schedule, that schedule needs to be included in your memorandum. Failing to do this will result in the presumption that you agree with the opposing party's parenting time plan. [See also "Critical Note to Parties" below]

f. If there is disagreement about the **division of any property**, your memorandum must identify **each** such item of property, state how you want it to be divided, and explain why that makes sense. Failing to explain how you want any item of property divided will result in the presumption that you agree with what the opposing party has requested. [See also "Critical Note to Parties" below]

g. If there is disagreement about the **division of any debts**, your memorandum must identify **each** such debt (by stating the name of the creditor, the amount owed, and the reason the debt was incurred), state how you want it to be divided, and explain why that makes

sense. Failing to explain how you want any debt allocated will result in the presumption that you agree with what the opposing party has requested. [See also "Critical Note to Parties" below]

h. If there is disagreement about **anything else** that either party is requesting (for example, reimbursement of medical or education expenses), your memorandum must identify **each** request, state what you want the Court to do about it, and explain why that makes sense. If the request is for money, you must state the amount that you want awarded to you and explain how that amount was calculated. For example, if you are requesting a reimbursement, you must list each item that you want reimbursed and the amount to be reimbursed for that item. Simply stating a total amount without itemizing will **not** be sufficient.

i. Your memorandum should include your **final list of witnesses**. Your list should include only those witnesses whom you believe, in good faith, you will ask to testify.

j. Your memorandum should include your **final list of exhibits**. Your list should not be made up of general descriptions of your exhibits but, instead, the list should correspond to the exhibits that you submit to the Clerk. Additionally, the exhibit list should not be a list of every piece of paper in your file. Do not include exhibits about which you will not be asking any witness to testify.

CRITICAL NOTE TO PARTIES: If there is any issue about which you want the Court to make a ruling, and your Prehearing Memorandum does not provide the explanation for that issue that is described above, or if you fail to submit a Prehearing Memorandum altogether, unless you have a very compelling excuse for that failure, you may be deemed to have waived that issue. *See Leathers v. Leathers*, 216 Ariz. 374, 378, ¶ 19, 166 P.3d 929, 933 (App.2007). **That means that you will not be permitted to present any evidence or argument about any issue unless it is identified in your Prehearing Memorandum and explained in detail in the manner described above. The submission of a comprehensive Prehearing Memorandum in the format described above is a requirement and not a suggestion.**

NOTE TO ATTORNEYS: This Division has eliminated the practice of asking for a Joint Prehearing Statement. In its place will be the separate Prehearing Memorandum described above. If you want the Court to give careful, reasoned thought to the positions that you will be urging on your client's behalf, it is important that you meet the 7-day deadline. Submitting the memorandum on the day of hearing will be, in most cases, the equivalent of not submitting any memorandum at all because there will not be sufficient time to read and think about what is said in the memorandum. That said, if both sides are represented by

attorneys who think that it would be beneficial to work collaboratively on the submission of a Joint Prehearing Statement, that will be welcomed so long as that Joint Prehearing Statement is timely submitted and it complies substantively with the requirements listed above.

4. **Attorney's Fees** – Arizona law does not allow an award of attorney's fees to any party who represents himself or herself, even when that party is an attorney. *See e.g., Hunt Inv. Co. v. Eliot,* 154 Ariz. 357, 362, 742 P.2d 858, 863 (App. 1987). If an attorney wishes to request an award of fees on behalf of a client, the request should be noted in a single sentence in the Prehearing Memorandum along with citations to the legal authority on which the request is based. Failure to specify the statutory basis for the claim may be grounds for its denial. No *China Doll* affidavit should be submitted unless and until the Court requests it.

In addition, any party requesting attorney's fees must attach to the party's Prehearing Memorandum a copy of the party's last and best settlement proposal regarding **all** disputed issues, along with a certification that the proposal was mailed not fewer than 14 days before the hearing or delivered personally not fewer than 10 days before the hearing to the opposing party's attorney or to the opposing party if he/she is self-represented. Failure to comply with this requirement may result in the denial of a request for attorney's fees. *Cf. Wagenseller v. Scottsdale Mem. Hosp.*, 147 Ariz. 370, 394, 710 P.2d 1025, 1049 (1985) (recognizing efforts to settle a case as a factor to be considered when awarding attorney's fees). Similarly, any party wishing to oppose a fees request must comply with this requirement, failing which, an award of fees to the other party may become more likely. *Cf. id.*, 710 P.2d at 1049.

5. **Parental Education Program** – Your Prehearing Memorandum must state whether you have completed the required Parental Education Program. (If you and the other party have a natural or adopted minor child in common who is under the age of 18, then, if you have not done so already, at least 7 days before the hearing date, you must file with the Court proof that you have complied with the Parental Education Program requirements of A.R.S. § 25-351 and following.)

What Happens When A Party Does Not Comply with These Requirements

If you do not appear for the hearing on the date and at the time stated above, or if you do not comply with one or more of the requirements listed above, and you cannot provide a reasonable excuse, you may be penalized. Penalties may include one or more of the following: you may not be allowed to present some or all of your evidence; you may be fined in some way (the most common "fine" requires one party to reimburse some of the other party's expenses), the hearing may proceed as if you have consented to what the other party has requested (i.e.,

proceeding by default); or the hearing may be postponed. See Ariz. Rs. Fam. L. P. 71(A); Maricopa Cty. Sup. Ct. R. 6.2(e).

Finally,
A Few Suggestions

In addition to complying with the requirements listed above, the presentation of your case probably will be much more effective if you do the following:

1. If any of your exhibits contain more than three pages, and those pages do not have page numbers on them, then without blocking out any relevant information, create your own page numbers by handwriting them (or placing labels with numbers) on each page before you make the copies that you deliver to the Clerk and send to the other party. If possible, place those page numbers at or near the bottom right corner or the top right corner of each page. That way, during the hearing, it will become much easier for witnesses, the other party, and the Judge to find a specific page within a multi-page exhibit.

2. For any multi-page exhibit, consider preparing a summary exhibit that goes along with it. See Ariz. R. Evid. 1006. A summary exhibit is just that: it summarizes the key information that is scattered throughout the multi-page exhibit. For example, a summary exhibit may be useful in helping to explain a series of financial records, such as various debts or a series of deposits and withdrawals. A summary exhibit could be a timeline that makes it easier to understand a series of e-mails between the parties. A summary exhibit also could be a calendar that shows on what days or how often something did or did not happen. The possibilities are almost limitless.

3. Instead of submitting a voluminous multi-page exhibit when only a few pages within the exhibit will be the subject of testimony, consider submitting only those few pages along with any additional pages (usually few in number) that may be necessary to assist with establishing foundation. In other words, if, when preparing your exhibits, you find yourself looking at one that is voluminous, and you know that you will want the Court to pay attention to only a few of the pages within that exhibit, consider asking yourself why you are bothering to copy and submit all of those additional (and irrelevant) pages.

CAUTION: Experience teaches that, if you choose not to observe suggestions 1, 2, and 3, the amount of time you will have available to present your evidence will be reduced significantly because a fair amount of the time allocated to you will be spent fumbling through your exhibits, trying to get all concerned to find, and then focus on, and then understand what you want to be understood.

4. If you think that complying with this order will be impossible, impracticable, or otherwise unfairly burdensome, please call this Division and request a status conference. If you make that call with the opposing attorney or party on the line, the Court will attempt to take the call immediately or, at least, provide a time when the call can be taken. It is expected that the need for such a conference should be apparent well in advance of the hearing date.

5. Remember that any decision the Court must make will be based on the law and the facts proven by the evidence and not on the basis of which party is better at name-calling or exaggeration.

A Checklist of Important Deadlines

_____ 1. Have you identified all of your **witnesses** (other than experts) at least 30 days before the hearing date.

_____ 2. Have you identified all of your **exhibits** and provided copies to the opposing party at least 15 days before the hearing date.

_____ AND – Have you placed page numbers on multi-page exhibits.

_____ AND – Have you delivered a set of those exhibits to the Court's Clerk at least 7 days before the hearing date.

_____ AND – Have you made an extra set of the exhibits to give to the Judge.

_____ 3. Have you filed an updated/current **Affidavit of Financial Information** (and provided a copy with attachments to the other party) 15-90 days before the hearing date (even though you may have filed one or more affidavits more than 90 days before the hearing date).

_____ 4. Have you identified your **expert witnesses** within 7 days of retaining them.

_____ AND – Have you provided a copy of any expert's declaration or signed report to the other party at least 60 days before the hearing date.

_____ 5. Have you provided a copy of the declaration or signed report of any **rebuttal expert witness** to the other party not later than 40 days after receipt of the declaration or report that you want to rebut.

_____ 6. Have you completed **deposition and written discovery** at least 20 days before the hearing date.

_____ 7. Have you filed a comprehensive **Prehearing Memorandum** and provided copies to the Judge and other party at least 7 days before the hearing date.

_____ AND – Do you understand what may happen if you do not file a comprehensive Prehearing Memorandum or what may happen if your Memorandum leaves something out that should be included. [See "Critical Note to Parties" above].

_____ 8. Have you completed the **Parental Education Program** and made sure to file a certificate showing completion at least 7 days before the hearing date.

_____ 9. Do you think it would make sense for you to read through this Order one more time, from beginning to end, to make sure that you have not forgotten or missed something.

4:52 p.m. Matter concludes.